

Spec. Code: 0274
Occ. Area: 02
Work Area: 056
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 12/17/91

PARALEGAL ASSISTANT

Function of Job

To render skilled direct paralegal assistance to lawyers by conducting legal research, preparing and reviewing cases prepared by clients for hearings, answering questions, and preparing documents for use through the judicial system.

Characteristic Duties and Responsibilities

1. under direction and review of a supervising attorney, conducts legal research that includes analyzing legal decisions, opinions, rulings, memoranda, and other legal material, selecting principles of law, and preparing digests of the points of law involved
2. under direction and review of a supervising attorney, selects, assembles, summarizes, and compiles substantive information on legal instruments and subjects and prepares correspondence and sample material for general use
3. under direction and review of a supervising attorney, interviews clients, investigates legal questions presented, and answers questions where interpretations of applicable legal provisions, regulations, precedents, and agency policies are available
4. under direction and review of a supervising attorney, reviews applications, legal documents, or cases submitted by clients on the basis of pertinent laws, regulations, policies, and precedent decisions for use in pro se cases in certain fields of law
5. may file documents in court on behalf of client or employer
6. initiates, refines, and maintains referral list of local, state, and national organizations and agencies that specialize in specific legal issues
7. may direct and coordinate activities of clerical employees
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree

or

- (B) three years of progressively more responsible experience providing assistance to attorneys or others in the field(s) of civil and/or criminal law (such as clerical and/or technical assistance in civil and/or criminal law)

or

- (C) any combination of education and experience as defined in 1A and 1B that totals three years. (Credit for college training must be evaluated on the basis of one month of experience being equivalent to 3 1/3 semester hours of general university courses.)

2. (A) one year of paraprofessional experience in the field(s) of civil and/or criminal law (such as experience researching and drafting legal briefs and memoranda, abstracting depositions, preparing motions, interrogatories, or post-judgment documentation, etc.)

or

- (B) 30 semester hours of credit for college course work in paralegal studies, law, or law-related fields

or

- (C) any combination of education and experience as defined in 2A and 2B that totals one year. (Credit for college training must be evaluated on the basis of one month of paraprofessional experience being equivalent to 2.5 semester hours in the above-mentioned fields.)

NOTE: Graduation from a legal assistant program approved by the American Bar Association or certification as a Legal Assistant by the National Association of Legal Assistants satisfies all the credential requirements of this class.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to effectively communicate orally and in writing
2. ability to deal effectively with individuals and groups
3. ability to apply specialized knowledge of particular laws, regulations, precedents, or agency practices